

**St. John the Evangelist
Catholic School**



**2017/2018
PARENT/STUDENT HANDBOOK**

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Mission

St John the Evangelist School Mission

St. John the Evangelist Catholic School community invites all people to a personal encounter with Jesus Christ, to see God in all things, and to guide students on the path to college and heaven.

Animating Principle

God In All Things

Core Values

Seek
Persist
Excel
Love
Serve

Shared Purpose

Making God Known, Loved, and Served

Goals

College and Heaven

Root Beliefs

T-The Small Things Matter
H-Hard Work Pays Off
U-United in Christ
N-Nothing Short of Excellence
D-Doers of the Word
E-Every Minute Counts
R-Ready Now

School Prayer

Lord, We are constant learners who seek to know you ever more fully. Inspire in us a thirst for knowledge.

We are a community that transmits the values of our faith to all we meet. Grant us the grace to inspire in those around us a fervent desire to seek, persist, excel, love, and serve in all we do.

We are witnesses who seek to make God known, loved, and served every days. Give us eyes of faith, that by learning more about the world and the people in it, we might come to see, ever more clearly:

GOD IN ALL THINGS.

Amen

ADMISSION AND ENROLLMENT

Admission to SJES is available to students whose parents seek a Catholic religious foundation for a preschool, elementary and junior high school education. Because every Catholic child has a right to a religious education and formation, preference for admission is given to Catholic students. Students will not be refused admission to SJES based on sex, race, color, national/ethnic origin, or disability (unless this disability seriously impairs the student's ability to complete successfully the school's academic program, or unless the school cannot provide sufficient care or make reasonable accommodation for the child).

No person shall be admitted as a student at SJES unless that person and his/her parent(s) subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and the Diocese of Tucson. Whether Catholic or non-Catholic, the student must agree to attend religious classes and the religious activities conducted in the school. In order to receive sacraments of First Holy Communion, Reconciliation and Confirmation, the student and parents must agree to attend weekend Mass.

Students entering kindergarten must be 5 years of age prior to September 1st of that school year. A student entering the first grade must be 6 years of age prior to September 1st of that school year. Exceptions to this policy are at the discretion of the principal.

Parents wishing to enroll their children in special programs, academic or otherwise, during the school day, may do so only on the recommendation of the teacher, Student Intervention Team (SIT), and with the written consent of the principal. Such requests shall be judged on a case-by-case basis. Granting this type of enrollment is solely at the discretion of the principal.

Admission preference is given, respectively, to current students, to families who are active, participating members of St John the Evangelist Catholic Parish; students whose siblings are currently enrolled; and to active members of other Catholic parishes.

An annual Registration Calendar is established. The calendar includes important registration deadlines as well as the admission and registration process. A Tuition Rates and Fees Schedule is available to all interested parents through FACTS. Transfer students may be required to complete an assessment test to determine admission.

Withdrawal

When a parent plans to withdraw a child from SJES, the school office should be notified as soon as possible. Parents or guardians must bring any outstanding fees current, and indicate the exact date of withdrawal.

Student Records

SJES maintains the required records as designated by the Office of Catholic Schools.

- Cumulative records: A cumulative record is the student's official record and shall contain only academic transcripts (including attendance), academic test results, immunization records, and Individual Student Plans (ISP) as applicable.
- Transcripts: Upon written request, schools shall release official records (see cumulative records above) to another school in which the student intends to enroll at the request of the parent or student (if over 18 years of age)
- Publications: Parents will have the opportunity to opt out or limit the information available on the

family directory on Renweb. Personal student or family information shall not be made available to anyone outside the Diocese.

- Media: Written permission from parents is required before a student's name or likeness (whether in still, motion pictures, audio or video tape, photograph and/or other reproduction, including voice and features with or without name) can be used for any promotional purposes involving the Diocese or parish/school, news or feature stories in any media, or other purpose whatsoever.

Also, all records pertaining to a child's academic status, and the financial status of the tuition and fees account pertaining to the child, are open to review by the child's parents and guardians (absent a court order restricting the dissemination of such information).

Payment Policy

Parents are expected to fulfill all financial obligations to the school within the academic year. As a non-profit institution, the entire school operations are predicated upon parents or those deemed financially responsible honoring their financial commitments. Failure to do so impacts not only their own students, but all students.

Those families who have an inability to pay due to a specific hardship that arises during the school year must immediately contact the principal to discuss payment alternatives. That hardship must be documented by the principal, and reviewed by the pastor, before any alternative financial arrangements may be made. However, any relief that may be provided under this arrangement will only be temporary (current school year) due to limited financial resources. Financial arrangements will only be made once the family provides proof of a completed tax credit or ESA application. Any scholarship, CTSO, or private tax credit funds will be applied to the student(s) account, with the benefit to be shared equally between responsible parties. In addition, the amount of CTSO and "undesigned" private tax credit funds will normally not exceed 90% of the total tuition liability.

Those families who do not keep their account current shall be given adequate warning before being put on probationary status, which will occur at the end of each semester. In addition, parents with overdue accounts may not be allowed to 'charge' lunches, sports fees, or extracurricular activity fees. If a parent's account is not made current, their students may be withdrawn from the school.

In addition, the school will pursue legal action to collect all amounts owed including any past due or overdraft charges, and any fees associated with the recovery of the past due amounts.

All families must complete the financial information in FACTS to indicate whether payment should be automatically made by either using a credit card (Mastercard, Amex), debit card, or by direct withdrawal from a checking account. Establishing online payment through FACTS helps lower our administrative costs, which helps keep tuition lower for all.

Absenteeism

Students are to avoid being absent, if at all possible. While it may be possible to complete some assignments missed due to absence(s), many classroom learning experiences cannot be truly replicated. **While absence due to illness cannot be avoided, parents are urged to avoid taking students out of school when it is not absolutely necessary.** This is also true for both late arrival and early dismissal.

Per diocesan policy: "A parent/guardian is required to give an explanation for absences and tardiness. Excessive absences (10% of the number of required attendance days) may be cause for retention or withholding credit...a student who is considered to be a habitual truant may be subject to dismissal or adjudication. -Habitual truant as defined by state law means a child who is truant (unexcused absences) for 5 school days within a school year."

The number of absences to school	Actions
5th absence within a quarter	Student/Parent Conference, where the student will be placed on an Absences Contract with the first step of the contract being initiated "Intervention"
8th absence (3rd absence after implication of contract)	Step 2 of the Absences Contract will be initiated "Service". Student will perform a service for the continued tardiness.
10 th absence (5th absence after implication of contract)	Step 3 of the Absences Contract will be initiated "Dismissal and or Retention". Student will be dismissed from school and will be able to re-apply the following school year.

Participation in School Activities Following an Absence

Anytime a student is absent from school, the absence precludes the student's participation in any on-site or off-site school-sponsored event scheduled for the day of the absence. This includes sports practices and games, dances, skate parties, play practices or performances, field trips, or any other event or activity affiliated with St John's Catholic School.

Tardy Policy

Saint John the Evangelist Catholic School (SJE) Tardy Policy has been developed to emphasize the importance of each student arriving on time to school every day, as well as maintaining attendance consistently. Learning the responsibility of getting to class on time is an integral part of SJE's standard of excellence, which prepares students for success starting with you, the parent/guardian as the primary educators of your child. We believe that EVERY MINUTE COUNTS.

In our school, instructional time is viewed as a valuable means for students to learn. Consequently chronic tardiness is a serious problem. Please note that on the second unexcused tardy you will receive a notice via email from Renweb. Continuation of unexcused tardies will result in consequences. See the table below.

Students should be standing in line promptly at 7:53 a.m. at the Grotto for morning assembly. At this time, classroom teachers are entering attendance on their IPADS. After the morning assembly, teachers lead students to the classrooms. Students arriving after 7:53 a.m. are considered to be tardy and parents/guardians must enter through the school office with their child to sign in. Oversleeping, car/traffic problems, etc. are all unexcused. Tardy is excusable under the following circumstances:

1. Non-medically related appointments
2. Illness of the student
3. Student has a doctor/dentist appointment

A note or phone call from a parent or from a doctor/dentist will be required to verify the above.

Problems with tardiness to school may require adjustments in the family's morning schedule. The consequences for repeated tardiness to school within each quarter is as follows.

The number of tardiness to school	Actions
5th tardy within a quarter	Student/Parent Conference, where the student will be placed on a Tardy

	Contract with the first step of the contract being initiated “Intervention”
8th tardy (3rd Tardy after implication of contract)	Step 2 of the Tardy Contract will be initiated “Service”. Student will perform a service for the continued tardiness.
10 th tardy (5th Tardy after implication of contract)	Step 3 of the Tardy Contract will be initiated “Dismissal and or Retention”. Student will be dismissed from school and will be able to re-apply the following school year.

**Excessive tardiness could result in the loss of scholarship.

The Principal and Assistant Principal have the authority to substitute an alternative disciplinary intervention for chronic tardiness.

Promotion and Retention

Promotion of students shall be based on the completion of academic work and some mastery of academic skills. The teacher will make the evaluation of the student's progress and will consider the social, emotional, physical, moral, and academic development of the student. (*Diocesan Policy #2160-A*)

Placement

A student who successfully achieves grade level requirements will be promoted. Those students who may require close monitoring for academic success in the next grade level will be placed on a probationary status to gauge academic, social, emotional, physical and moral success.

Retention

A student shall be retained on the recommendation of the teacher, SIT, the principal, and parent/guardian. When making an evaluation of the student's progress, the teacher will consider the social, emotional, physical, moral and academic development of the student.

1. The teacher must be reasonably certain that repetition of a grade by a particular student will be beneficial to him/her.
2. If, in the teacher's judgment, retention is probable, the case must be discussed with the principal and then arrangements made for a conference with the parents. This will be done no later than mid-February. A written summary of this conference will be kept.
3. A follow-up conference with the parents will be held to evaluate the progress of the student.
4. Evaluations and reports to the parents must indicate lack of student progress.

CLASSROOM INFORMATION

School Day

The school begins promptly at 7:55 a.m. A student is considered tardy if not in their classroom/assembly prepared to begin the day at that time. For that reason, students are encouraged to be at the school early; the cafeteria is open at 7:00 where students will stay until released to classrooms at 7:40, and morning assembly begins at approximately 7:55 a.m. The school day ends at 3:00 p.m. (Grades K-3); 3:30 p.m. (Grades 4-8) Monday through Fridays unless stated otherwise on the school calendar or announced to parents. On Wednesdays, school ends at

1:00 p.m. A school calendar is available online, and by request for those parents without Internet access.

Parents on Campus

Parents are invited to be in student classrooms at the invitation of the teachers (Parents on campus must follow the same requirements as a “parent volunteer” in regards with being cleared by DPS or Diocese) , but may not confront students on any behavioral or disciplinary issues. Any issues involving behavioral or disciplinary issues must be brought to the attention of the teacher responsible for the students at that time, or the principal or assistant principal if the teacher is not available.

All adults volunteering in classrooms, parents, grandparents, etc., must be cleared volunteers by the Diocese of Tucson (see section on Parent Volunteers). Generally, parents are not allowed to observe classrooms, as doing so may disrupt the flow of learning for the children in that classroom. Parents may eat with their children, but if they choose to do so they may be required to sit in an area separate from the other children. Clearance requires fingerprint card, volunteer application and \$17.50 processing fee.

Standardized Testing

Standardized tests are given for the purpose of measuring individual developmental skills level, and not used to compare one student to another. Teachers also use the testing results to analyze which areas of curricula need to be studied, revised or intensified. Parents are given a copy of the testing results so they are kept informed of their child's progress, in both areas of strengths and areas for growth. Kindergarten children are tested to measure an individual's readiness for kindergarten activities before the beginning of the kindergarten school year and to assist the teacher in knowing the child's developmental skill level from the first day of school. All students in Grades 3 through 8 take standardized tests in math, reading, and language arts. Test scores will be provided to parents, and be reviewed by faculty and administration.

Assignments of Students to Classrooms

As a faculty, we work hard to place each child in relationship to skills, social functioning, and academic blend. Teachers are instructed to consider such aspects when addressing the task of assigning students to a specific class for the subsequent school year. Teachers do so objectively and prayerfully. Parents may not request a specific teacher. A welcome letter from the assigned teacher will be sent via email prior to the new school year. (Class assignments are subject to change based on class size and student dynamics).

Grading

The philosophy of grading and reporting is based on the following premises:

1. Each individual student is unique in his/her academic, emotional, physical, spiritual, and social development.
2. Each school in the Diocese is individual in its organization, administration and curricula.
3. The home and the school are coupled together in co-educating each child.
4. The teachers have a responsibility to report the progress and achievement of each child to the parents.
5. The parents have a responsibility to communicate with the teachers concerning the progress and achievement of each child.

St John's Catholic School has officially adopted this philosophy of grading and reporting academic progress, using four grade-related report cards:

1. Kindergarten
2. Primary Grades 1st through 4th
3. Intermediate Grades 5th - 6th
4. Junior High Levels 7th - 8th

Renweb also offers parents the opportunity to monitor their child's progress throughout the school year.

Kindergarten

At the kindergarten level teachers are primarily interested in the developmental level of each individual child. Since each child has a unique internal time clock, progress is measured on his or her ability to perform a task. The marking code for kindergarten is:

- 1 - Poor
- 2 - Needs Improvement
- 3 - Satisfactory
- 4 - Excellent

A parent-teacher conference is held at the end of the first marking period in lieu of a report card.

Primary (Grades 1-4)

Grades are a method of showing parents and students what a student has learned, and grades should be a reflection of a student's mastery of specific concepts contained in the standards. The students in grades 1-4 will be graded based on their individual achievement when measured against the diocesan standards. This grading will ensure that parents and students can more accurately determine their child's learning strengths and struggles.

Only work completed individually and independently will be recorded in the grade, and each subject will be broken into 3-6 subcategories based on the standards for the subject.

E	Excellence on Standard
M	Meets Standard
AS	Approaching Standard
FB	Falls Below

The marking code indicates how a student compares to expected grade norms. The marks used in the standards for the major subject areas are:

++	Consistently displays behaviors
+	Displays behavior some of the time
-	Does not display behavior

Work that is not completed individually and independently has merit as well, and those grades will be recorded in the effort category of the grade on the report card. The categories for student effort include punctuality (turning work in on time), homework, respect, works independently, and work well with others. In the categories for student effort, the following marks are used.

Intermediate (Grades 5 and 6)

The intermediate grades use the A, B, C, D and F marking code. Letter grades are given the content areas of religion , mathematics, science, social studies and English language arts.

A+ = 100-97

A = 96-94
 A- = 93-90

 B+ = 89-87
 B = 86-84
 B- = 83-80

C+ = 79-77
 C = 76-74
 C- = 73-70

 D+ = 69,68
 D = 67
 D- = 66, 65
 F = 64 and below

Sub-categories in these content areas are marked with + for shows improvement and and for experiencing difficulty.

In the categories for student effort which include punctuality (turning work in on time), homework, respect, works independently, and work well with others, the following marks are used

++	Consistently displays behaviors
+	Displays behavior some of the time
-	Does not display behavior

Music, physical education, handwriting, Spanish, and art are graded as follows:

1	Excellent
2	Satisfactory
3	Needs Improvement
4	Poor

Junior High (Grades 7 and 8)

7th and 8th grade academics are a stepping stone to high school success; therefore, additional expectations are placed on students. Each content area is graded on achievement, effort, study habits and conduct. Grades will be designated by percentage instead of letter. Definitions for these are found on the report card. The marking codes used at this level in all subject areas are as follows:

A+ = 100-97
 A = 96-94
 A- = 93-90
 B+ = 89-87
 B = 86-84
 B- = 83-80
 C+ = 79-77

 C = 76-74
 C- = 73-70
 D+ = 69-68
 D = 67
 D- = 66-65
 F = 64 and below

In the categories for student effort which include punctuality (turning work in on time) , homework , respect, works independently, and work well with others, the following marks are used:

++	Consistently displays behaviors
----	---------------------------------

+	Displays behavior some of the time
-	Does not display behavior

Conferences

A conference may be requested by a student, parent, teacher, or other school official. Since it is a primary goal of the engaged learner to share responsibility for learning, students are often included in formal conferences. Frequently, a conference will consist of the appropriate teacher(s), SIT representative, parent(s), and the student. Such "group" conferences often give the best picture of the situation at hand and yield the best strategies for goal-setting and improvement. Conferences must be formally scheduled with the teacher with whom a parent wishes to speak. Unscheduled "drop-in" conferences cannot generally be accommodated.

HOMEWORK POLICY

Philosophy

Homework is assigned to reinforce material already taught and to foster habits of independent study, and to give students an opportunity to further develop writing. At times, homework is an opportunity to finish material that was started in school but time limitations prevented completion.

Premises

1. The teacher is staying within the Diocesan guidelines that define the amount of time suggested for homework assignments. These guidelines are determined by the time it would take to do this homework in school under supervision, generally about 10 minutes per grade.
2. Guidelines will be developed at the beginning of the year and discussed with parents at orientation.
3. The teacher clearly writes out the exact assignment. This will be replicated in Renweb, and available to parents by 3:30 pm on the same day as the assignment.
4. Students who are absent from school will have the opportunity to make-up homework.

Curriculum and Instruction

St John's Catholic School strives to provide a challenging, comprehensive and relevant curriculum. Our children are offered the basic core subjects of religion, mathematics, language arts, science and social studies. Because our philosophy is to educate the whole child, we offer enrichment courses, which include music, dance, gardening, and physical education taught by specialists in these areas.

Our curriculum is regularly evaluated and updated to be in accordance with Diocesan guidelines. In addition, we incorporate Arizona state-mandated or national guidelines so that our children are prepared to enter other academic institutions upon graduation.

Our faculty participates in regular on-site in-service professional development. Teachers also participate in spiritual formation through Diocesan in-service training. Primary, intermediate and junior high levels meet regularly to ensure curriculum continuity.

The curriculum strengthens Catholic identity. Our school day begins with community prayer, and students have daily religious instruction. Individual class prayer is encouraged throughout the day. Our religious values are integrated into other core subjects. Our students attend Mass weekly and on Holy Days. Beginning in Kindergarten, each class is responsible for hosting one family liturgy during the year. Students are encouraged to participate as altar servers, readers, ushers and singers. We develop children with strong moral consciences who model proper behavior for others.

The curriculum results in achievement of our Student Learning Expectations (SLEs). We evaluate standardized test results yearly and address any deficiencies indicated.

The continuum of learning is built through the use of the Diocesan standard guidelines for each grade. Teachers meet regularly to discuss cross-grade level concerns and to make curriculum adjustments as necessary. We provide a Student Intervention Team and tutoring for students who require more individualized assistance in achieving mastery of core subject material.

Test Taking Policies

During a test, the student will:

- Face forward while sitting properly in the desk
- Sit with feet on the floor and hands on the desktop
- Keep eyes focused on his or her own paper
- Come prepared with all tools/materials allowed for use during the test
- Clear the desk surface of all superfluous materials and place all other personal possessions on the desk rack under the seat or on the floor
- Remain seated at all times; permission to leave the desk must be granted by the teacher
- Raise his or her hand if assistance is needed

It will be considered an honor violation if a student

- Looks on someone else's paper or allows another student to look at theirs
- Fails to keep his or her eyes on their own paper
- Has in possession or on their person, notes or information pertaining to the test
- Leaves notes or other materials exposed within sight
- Uses information from any external source; all work during test time must be the product of the student's own brain

An honor violation may result in a disqualification of the student's grade, and the student will need to retake the test. Discipline actions may occur.

Test Taking Following an Absence

Teachers give anywhere from four days to two weeks' notice for each major test. Students are responsible for being prepared for the tests on the days they are given. Students must confer with teachers on the day of their return after an absence to schedule make-up tests. Teachers will decide when a reasonable expectation of preparedness can be achieved. **Generally, all make-up tests will be administered after school.**

If a test is missed due to a late arrival, or will be missed because of a planned early dismissal or mid-day pull-out, it is the student's responsibility to make arrangements with the teacher to take the test at another time during that same day.

Plagiarism

The American Heritage Dictionary defines *plagiarism* as "the use and passing off as one's own the ideas or writings of another." Plagiarism is a serious offense. Students generally understand that copying directly from published

works constitutes plagiarism, but frequently they mistake other acts as permissible. Plagiarism also occurs when:

- Text is cut from a web site or document and pasted into one's own document
- An author's words are simply rearranged and placed into one's paper
- The student substitutes a few synonyms for an author's original word choices
- Ideas found elsewhere passed off as original ideas

Students are taught how to correctly paraphrase, cite sources, and attribute credit. As such, students who plagiarize will be subject to disciplinary action, which may include receiving a 'zero' on the plagiarized assignment until it is completed correctly.

Religion Programs

As a Catholic school, one of our primary goals is to use the Gospel message to individually teach children what Jesus expects of them. This teaching takes place in every subject and in every aspect of life at St John's Catholic School.

Each day during religion classes, the basic teachings of our Church are covered. In the 2nd, 7th and 8th grades, sacramental preparation is done both at home and in school. Every Monday students attend Mass as a community of faith.

Learning takes place during Mass as we try to teach the meaning of worship in the Mass; appropriate, respectful behavior during Mass; and the role of Christian leadership by participation as lectors, servers, ushers, choir members and Eucharistic ministers. Communal Penance services for grades 3-8 are held twice yearly, during Advent and Lent.

Each school day begins with prayer. In the morning, the school gathers as a community either in the courtyard or via the intercom classroom to classroom, our principal and student readers lead us in prayer. Each classroom has a designated "sacred space" where sacramentals are displayed. In the course of the day, students will pray Grace before Meals, and many will say a decade of the Rosary sometime during the day.

The Children's Choir (Angel Choir) sings at the parish Masses twice monthly and at the monthly Children's Family Mass.

As part of our Student Learning Expectations (SLEs), students support parish outreach programs such as food drives for Casa San Juan, and activities tied to the Corporal Works of Mercy throughout the year. The younger children make cards for the Eucharistic Ministers to take to shut-ins. The Student Ambassadors conduct activities wherein our students participate in community service. Every year, a considerable number of our junior high students volunteer to man booths, and work on setup and clean-up crews for the annual parish Fiesta, a one day party which celebrates parish life.

During Advent, a daily prayer service is conducted in each classroom for the lighting of the Advent wreath. Special Lenten observances include attending Stations of the Cross weekly. Holy Day Masses are planned by different grade levels. Classroom bulletin boards often reflect the liturgical season. Art work done by children that is appropriate to the Church year is displayed prominently in the classrooms and the hallways.

Prayer is used to begin most school gatherings. Whether the gathering is one of children, adults or a mixture of both, facilitators lead participants in prayers of thanksgiving and in those that seek blessing. Before Wednesday Masses, the gathered community stands to say a decade of the Rosary. The faculty and staff use frequent prayer opportunities as a means of expressing unity. Every morning before the school day begins, the faculty gathers for

prayer in the principal's office. On the second Friday of the month, the entire school and parish staff attend Mass together after school in the Daily Chapel.

One statement in the text of school philosophy and mission states: "We support parents in their role as primary educators of their children." Sacramental preparation is addressed at the second-grade level (First Eucharist and Reconciliation) and the seventh and eighth grade levels (Confirmation). Classes for the parents of the school children and the parents of the children in the weekend Religious Ed programs are conducted by the parish Religious Education Director. Central to the message of these classes is the idea that parents are fulfilling the promises they made upon their child's baptism to raise the child in the faith.

The pastor and principal make obvious efforts to be present to the children in times of joy and celebration, and at times of stress and anxiety. Priests visit classrooms periodically, and are willing to make special visits upon request. Members of the faculty serve as Eucharistic ministers at all Masses, and distribute ashes on Ash Wednesday. Parents are welcomed to attend all school Masses and devotional practices, and they may sit with their children at Mass if they choose.

AWARDS

Awards are determined by the various grade levels and by our core values, root beliefs, animated principal, and core beliefs. Examples of such awards include:

- Academic Awards
- Semester Awards
- Root Belief
- Animated Principal
- Core Values

SCHOOL UNIFORM DRESS POLICY

The St. John the Evangelist Catholic School dress code policy has been established to promote the core values and root beliefs we instill in our students. We strive to show *Nothing Short of Excellence* in our students' appearance. In order to show that *The Small Things Matter*, our students are expected to dress cleanly and modestly to promote a positive learning environment. This allows our students to show they are *Ready Now*, preparing them for both the academic and professional world.

Adherence to the dress code is mandatory before, during, and after school hours when students are under the supervision of school staff. The dress code is written to show what students must wear during school hours. Anything outside of these policies are not permitted. St. John's also expects that parents/guardians monitor, encourage, and support their children in this matter.

Students who are not in dress code will receive the following consequences.

1. St. John Dress Code Violation Slip
2. On the fourth St. John Dress Code Violation Slip, student will be given a demerit and parents will be notified.
3. Chronic uniform violations will result in a parent and student conference with administration. Disciplinary actions will be determined by the administration.

Uniform items that are **bold** and marked with an asterisk (*) must be purchased through our vendor, French Toast

(www.frenchtoast.com).

On the website, click “find your school,” located in the top right corner. Then enter the school code or search by zip code (85713).

School Code: QS46KJU

All uniform items will be listed on the school page on French Toast.

Uniform items that are not bold and without an asterisk can be purchased through other vendors. School logo items, like polos and hats, must be purchased through the school office.

Boys

Pre-School

- **Mass Days**
 - **Gray pants*** (flat front or pleated - not cargo, denim, stretchy, knit, baggy, jean-style or skinny)
 - **White oxford shirt**
 - **Burgundy plaid tie***
 - Solid black dress shoes
 - Solid black dress socks
- **Regular Days**
 - **Gray or Navy Blue pants or shorts** (flat front or pleated - not cargo, denim, stretchy, knit, baggy, jean-style or skinny)
 - Gray St. John’s school-purchased polo (long or short sleeve) OR school-purchased gray Pre-K T-Shirt
 - Solid white, black, or burgundy (maroon) shoes, white or black trim allowed ONLY
 - Solid white, or black CREW socks
 - Fridays Only - Optional school-purchased College and Heaven T-Shirt

Kinder - 2nd

- **Mass Day**
 - **Gray pants*** (flat front or pleated - not cargo, denim, stretchy, knit, baggy, jean-style or skinny)
 - **White oxford shirt**
 - **Burgundy plaid tie***
 - Solid black dress shoes
 - Solid black dress socks
- **Regular Day**
 - **Gray or Navy Blue pants or shorts** (flat front or pleated - not cargo, denim, stretchy, knit, baggy, jean-style or skinny)
 - Gray St. John’s school-purchased polo (long or short sleeve)
 - Solid white, black, gray or burgundy (maroon) shoes, white or black trim allowed ONLY
 - Solid white or black CREW socks
 - Fridays Only - Optional school-purchased College and Heaven or T-Shirt

3rd - 5th

- **Mass Day**
 - **Gray pants*** (flat front or pleated - not cargo, denim, stretchy, knit, baggy, jean-style or skinny)
 - **White oxford shirt**
 - **Burgundy plaid tie***
 - Black leather belt ONLY
 - Solid black dress shoes
 - Solid black dress socks
- **Regular Day**
 - **Gray or Navy Blue pants or shorts** (flat front or pleated - not cargo, denim, stretchy, knit, baggy, jean-style or skinny)
 - Gray St. John's school-purchased polo (long or short sleeve)
 - Black leather belt ONLY
 - Solid white, black, grey or burgundy (maroon) shoes, white or black trim allowed ONLY
 - Solid white or black CREW socks
 - Fridays Only - Optional school-purchased College and Heaven or T-Shirt

6th - 8th

- **Mass Day**
 - **Gray pants*** (flat front or pleated - not cargo, denim, stretchy, knit, baggy, jean-style or skinny)
 - **White oxford shirt**
 - **Burgundy plaid tie***
 - Black leather belt ONLY
 - Solid black dress shoes
 - Solid black dress socks
- **Regular Day**
 - **Gray or Navy Blue pants or shorts** (flat front or pleated - not cargo, denim, stretchy, knit, baggy, jean-style or skinny)
 - Maroon St. John's school-purchased polo (long or short sleeve)
 - Solid white, black, grey or burgundy (maroon) shoes, white or black trim allowed ONLY
 - Black leather belt ONLY
 - Solid white or black crew socks
 - Fridays Only - Optional school-purchased College and Heaven or T-Shirt

Girls

Pre-School

- **Mass Day**
 - **Burgundy plaid V-Neck jumper***
 - **White oxford shirt**
 - **Burgundy plaid cross tie***
 - Solid black flats
 - Solid white knee-high socks or white tights
- **Regular Day**
 - **Gray or Navy Blue pants or shorts OR burgundy plaid jumper*** (flat front or pleated - not cargo, denim, stretchy, knit, baggy, jean-style or skinny)
 - Gray St. John's school-purchased polo (long or short sleeve) OR school-purchased grey Pre-K T-

Shirt

- Solid white, black, grey or burgundy (maroon) shoes, white or black trim allowed ONLY
- Solid white CREW socks with sneakers and shorts/pants
- Solid white tights/knee-highs with flats and jumper
- Fridays Only - Optional school-purchased College and Heaven or St. John Love T-Shirt

Kinder - 2nd

- **Mass Day**

- **Burgundy plaid V-Neck jumper***
- **White oxford shirt**
- **Burgundy plaid cross tie***
- Solid black flats
- Solid white knee-high socks or white tights

- **Regular Day**

- **Navy Blue pants, shorts, skirt OR burgundy plaid jumper* (flat front or pleated - not cargo, denim, stretchy, knit, baggy, jean-style or skinny)**
- Gray St. John's school-purchased polo (long or short sleeve)
- Solid white, black, gray or burgundy (maroon) shoes, white or black trim allowed ONLY
- Solid white CREW socks with sneakers and shorts/pants
- Solid white tights/knee-highs with flats and jumper
- Fridays Only - Optional school-purchased College and Heaven or St. John Love T-Shirt

3rd - 5th

- **Mass Day**

- **Burgundy plaid skirt* or Burgundy plaid V-Neck jumper***
- **White oxford shirt***
- **Burgundy plaid cross tie***
- Solid black flats
- Solid white knee-high socks or white tights

- **Regular Day**

- **Gray or Navy Blue pants or shorts OR burgundy plaid skirt* (flat front or pleated - not cargo, denim, stretchy, knit, baggy, jean-style or skinny)**
- Gray St. John's school-purchased polo (long or short sleeve)
- Black leather belt ONLY
- Solid white, black, grey or burgundy (maroon) shoes, white or black trim allowed ONLY
- Solid white CREW socks with sneakers and shorts/pants
- Solid white tights/knee-highs with flats and skirt
- Fridays Only - Optional school-purchased College and Heaven or St. John Love T-Shirt

6th - 8th

- **Mass Day**

- **Burgundy plaid skirt***
- **White oxford shirt***
- **Burgundy plaid cross tie***
- Solid black flats
- Solid white knee-high socks or white tights

- **Regular Day**

- **Gray or Navy Blue pants, shorts OR burgundy plaid skirt*** (flat front or pleated - not cargo, denim, stretchy, knit, baggy, jean-style or skinny)
- Maroon St. John's school-purchased polo (long or short sleeve)
- Black leather belt ONLY
- Solid white, black, grey or burgundy (maroon) shoes, white or black trim allowed ONLY
- Solid white CREW socks with sneakers and shorts/pants
- Solid white tights/knee-highs with flats and skirt
- Fridays Only - Optional school-purchased College and Heaven or St. John Love T-Shirt

Acceptable Accessories:

Undershirts

- Students may wear a solid white t-shirt under their Mass or regular uniform.
- Students may not wear a long sleeve undershirt under a short sleeve uniform shirt.

Sweaters and Jackets

- Students may wear a school logo zip up jacket
- A plain navy, maroon, or grey sweater vest or cardigan while they are in the classroom.
- A heavy winter coat of any color can be worn outside but must be taken off inside any school or church buildings.
- Students may wear winter coats when walking between classes and church, but must remove the coat when they enter the classrooms.

Hats

- Students may **only** wear St. John's logo headwear (beanie or ball cap) before/after school OR during electives. Hat bill must be worn facing forward.

Watches and Accessories

- Students may wear a maximum of one bracelet.
- Students may wear one watch.

Jewelry

- Students may wear a small crucifix or religious necklace.
- Girls may only wear one pair of stud earrings.
- Rings may not be worn

Hair/Hair Accessories

- All students must have well groomed and maintained hair. See the list of unacceptable items for unacceptable hairstyles.
- Girls may **only** wear a white, grey, maroon, or plaid headband or bow.

Makeup/Nails

- Girls are prohibited from wearing makeup.
- Students must have clean and cut nails. Girls may not wear nail polish or artificial nails.

Unacceptable Accessories:

Students may NOT wear the following:

- Hoodies
- Any clothing with non-school logos or writing
- Cargo, baggy, jean-style, or skinny pants or shorts
- Makeup or nail polish

- Dyed or highlighted hair
- Multiple earrings or other piercings. Piercings for boys.
- Tattoos or drawings on their body
- Dangling or hoop earrings
- Bandanas or flowers in hair
- Mohawks, shaved designs, or shaved heads
- Boots, heels, and open-toed shoes. See acceptable shoe policy above.
- Socks at or below the ankle
- Belts with large buckles or logos

Sports Practice Uniform

Students participating in school sports must bring a change into sports practice uniform for sports practices. Students who are not *Ready Now* in sports practice clothing will be picked up by parents or will go to after-school care. Sports practice uniforms for both boys and girls includes:

- St. John’s sports practice shirt (purchased through the office)
- Knee-length shorts OR sweatpants during colder months
- Athletic Shoes

Students may not wear school uniform bottoms or uniform shoes.

Sports game uniform is acceptable for practice

Special Dress Days

On special occasions, students may have a special dress day, or dress down day. On these days a special theme will be communicated to parents and students. Students must adhere to the chosen theme and the required dress. During any special dress day, students are required to wear clothing within the guidelines of modesty and good taste. Blue jeans will only be allowed if they are specified for the day. All clothing must cover undergarments at all times. Any clothing that has reference to drugs, alcohol, sexual innuendo, or racism will not be allowed. This includes school events outside of school hours.

On these special dress days, no clothing may be worn that is torn or cut-off. Bare midriiffs, spaghetti straps, sleeveless tops, tank tops, low cut or revealing tops or bottoms are not acceptable. Any transparent or “see-through” items are not acceptable. Blue jeans may only be worn if specified for the day. They must not have rips or tears. Pants must not be tight. Students may not wear yoga pants, jeggings, leggings, or skin tight bottoms.

Discipline Policy

The Discipline Policy at St John’s is rooted in its Positive Behavior Interventions and Supports (PBIS) system called PlayBook (Saphier). PlayBook Protocols are an approach to supporting students to be successful in schools developed from research in the fields of behavior theory and effective instruction. Saphier Protocols support all students through intervention ranging from a school-wide system to a system for developing individualized plans for specific students. Saphier focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate.

School-Wide Rules

Seek

Persist

Excel

Love

Serve

Why do we have School-wide Rules?

Having a few simple, positively stated rules facilitates the teaching of behavioral expectations across school settings because students will be learning through the same language. By focusing on 3- 5 simple rules it is easier for students to remember. It is also important for staff because instruction focusing on a few simple rules will improve teaching and consistency across staff through the use of a common language.

Positively stated rules are important, because **research has shown that recognizing students for following the rules is even more important than catching them breaking the rules.** By stating rules positively, the hope is that staff will be more likely to use the rules to catch students engaging in the appropriate behavior.

By selecting only a few rules it is important that the rules are broad enough to talk about all potential problem behaviors. The Saphier team believes that we can then teach all specific behavioral expectations across all school setting according to these simple rules, for example:

- Cleaning up your spills in the cafeteria is an example of **SERVE** because someone could slip on the spill and get hurt.
- “You were **EXCELLING** when you asked your classmate to walk in a straight line in the hallway.”
- “Thank you class for **PERSISTING** by raising your hands to speak and listening to what everyone else had to say about the story.”

The following matrix represents School-wide Rules, Behavioral Expectations, & Routines:

SAINT JOHN’S CRITERIA FOR SUCCESS MATRIX

ROUTINE/SETTING						
Restrooms	Cafeteria	Courtyard	Playground	Walkways	Church	Assembly

C R I T E R I A F O R S U C C E S S	Seek		*Eat your own food	*Use appropriate language			*Bless yourself before entering and exiting	
	Persist	*Conserve, paper, water & soap	*Report spills to an adult	*Use stairs and ramps	*Report problems to teacher, monitor or security			
	Excel					*Maintain 0 voice level	*Walk reverently to and from altar	
	Love	*Report problems to an adult	*Raise your hand to leave the table	*When under Ramada, please walk	*Ask an adult to use restroom	*Walk at all times	*Actively Listen to all parts of the Liturgy	*Look and listen to speaker/s
	Serve	*Always flush	*Use your restaurant voice	*Maintain a respectful voice volume	*Maintain boundaries & perimeter when P.E. in session	*Walk directly to destination	*Kneel with good posture	*Level 0 during performances and instruction
	The Small Things Matter	*In and out don't shout	*Eat lunch in a timely manner	*Walk to destination in a calm manner	*Maintain strong lines to and from playground	*Stay on sidewalk	*Remain kneeling until Tabernacle closed	*Be on time
	Hard Work Pays Off	*Return to class promptly and quietly	*Practice good manners	*Respond to whistle immediately	*Use equipment properly	*Strong lines	*Enter and Exit at Level 0	*Strong lines
	United in Christ	*Wash hands with soap	*Wait patiently in your seat to be dismissed	*Sit properly on table benches	*Follow all safety and game rules	*Have your pass	*When entering pew, kneel and pray	*Fully participate when appropriate
	Nothing Short of Excellence	*Help keep restroom clean	*Walk in strong lines at all times	*Stage for performance and elective use only	*Line up quickly at first whistle	*Respect school and personal property	*Recite all prayers and responses	*Respond and applaud appropriately
	Doers of the Word	*Honor privacy	*Walk in strong lines at all times	*Drink from fountain responsibly	*Use appropriate language at all times	*Greet others	*Genuflect facing the altar	*Respect personal space
	Every Minute Counts	*Place all trash in garbage can	*Say please and thank you	*Grotto for prayer and assembly use only	*Honor personal space	*Place all trash in garbage cans	*Bow to Jesus when receiving the Eucharist or Blessing	*Gravel is a sacred space, please wait to be invited
	Ready Now		*Leave area clean for next class	*Respect school and personal property	*Solve problems using kind words	*Keep walkways uncluttered	*Sing all hymn/songs	
			*Empty and return trays and utensils	*Listen to all adults	*Include others in games and activities		*Participate joyfully	
		*Take pride in school appearance & property	*Keep rocks in rock bed	*Respect all adults and peers on playground		*Clap appropriately when it is time to celebrate		
			*Place all trash in garbage cans	*Take turns and share equipment		*Place kneelers down silently		
				*Pick up trash and return equipment				

Positive Acknowledgment System

It is not enough just to teach expected behavior, we also need to regularly recognize and reward students for engaging in appropriate behavior. Research has shown that recognizing students for engaging in expected behavior is even more important than catching students breaking the rules. In fact, research on effective teaching has found that teachers should engage in a rate of 4 positive interactions with students to every 1 negative interaction (**4:1 ratio**). As staff it is very easy to get caught up focusing on catching students engaging in negative behavior. The goal of an acknowledgment system is to increase the number of positive interactions that all school staff have with students. Documentation of Thunder Tickets will be done in RenWeb and notified to Parents/Guardians by email.

At St. John the Evangelist Catholic School, we use PlayBook Protocols to acknowledge students for appropriate behavior. Through this program we hand out *Thunder Tickets* to students for following the school rules.

When recognizing students with a *Thunder Ticket*, it is important to identify specifically what behavior the student engaged in and link it to the appropriate school rule. For example:

“Patricia, I wanted to thank you for helping me to pick up the books someone knocked on the floor. You were being very responsible and it really helped me out. Here is a Thunder Ticket.”

Behavior Documentation

Student opportunity to self-correct

If a student is not living out a behavior that reflects a desired core value or root belief, the student will be first given the opportunity to self-correct through a verbal, non-verbal, or redirection strategy used by a staff member. *Different grades may use Thunder Tickets, Class Dojo, Restorative Justice, Measure Up Stick, or any other form of classroom management with administration approval to align with behavior tracking in Ren Web.*

LEVEL 0 / MERIT 0- Student led contact with parent via the “Think Sheet”

If a student needs more than a verbal or non-verbal redirection strategy, the student will be asked to complete a “Think Sheet” (optional for staff member to complete “Think Sheet” during a lunch detention and meeting with student). The student will initiate contact with the parent by having their parent sign the ‘Think Sheet’. The staff member who issued the “Think Sheet” will document it in RenWeb as a LEVEL 0 / MERIT 0 “Think Sheet Given”. If a student does not bring the parent signed “Think Sheet” the next school day the staff member who issued the “Think Sheet” and documented in Renweb will contact the parent that day. *At any time more serious offenses can elevate directly to a LEVEL 2 / DEMERIT 2 - Administration led contact with parent.*

LEVEL 1 / DEMERIT 1- Teacher led contact with parent

If behavior continues to be a problem that same day, then a staff member will document it in RenWeb as a LEVEL 1 / DEMERIT 1 with a written description. The staff member who documented in RenWeb as a LEVEL 1 / DEMERIT 1 will contact the parent. The issuing staff member has the option of completing the ‘Think Sheet’ with student and issue a consequence (ie lunch detention) or community service (ie working with Mr. Morales) or action that reflects the behavior being corrected. *At any time more serious offenses can elevate directly to a LEVEL 2 / DEMERIT 2 - Administration led contact with parent.*

LEVEL 2 / DEMERIT 2 - Administration led contact with parent

If the same day behavior does not improve then a student is sent to administration. The staff member that evening is to document behavior of student in RenWeb as a LEVEL 2 / DEMERIT 2 with description. Administration will follow-up with a parent meeting the next day discussing the documentation from the staff member in Renweb with the student and parent. It will be the administration discretion the course of action that will be taken.

Each day is a clean slate.

School-Wide Data Tracking

Office referrals and suspensions are entered into RenWeb. That provides easy access to discipline information across the school and for individual students. The Saphier team will look at discipline data on a monthly basis to make decisions about School-wide programming and individual students in need of additional support.

Overview

St John the Evangelist Catholic School (SJE) is committed to providing a learning environment that is free from harassment and bullying. Harassment or bullying of any student by any other student or school employee or volunteer is prohibited. The school treats allegations of harassment or bullying seriously and will promptly investigate such allegations and take appropriate corrective action.

A complaint of harassment or bullying does not, in and of itself, create a presumption of wrongdoing. Substantiated acts of harassment or bullying, however, will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges may also be subject to disciplinary action, up to and including dismissal.

Harassment or bullying occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating by a real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but is not limited to, such actions as verbal taunts, name-calling and put-downs—either ethnically- or gender-based, derogatory written words, drawings or gestures, and extortion of money or possessions. Such conduct is disruptive to the educational process and the Christian and spiritual environment. Therefore, harassment and bullying are unacceptable behaviors at St John Catholic School.

SJE is also concerned about cyberbullying and its impact on children. It causes emotional harm, and can result in children's depression, anger, school failure and physical harm to themselves and others.

If in the judgment of the school officials any cyber activity occurring off-school premises could result in the harassment; intimidation or bullying of an SJE student, such cyber activity may be treated as an offense under the school's Bullying Policy. Examples of proscribed cyber activity, though not exhaustive, are:

1. Sending or posting harmful materials online or through a cell phone that, in the judgment of school officials, might pose a threat to another;
2. Posting threatening statements or distressing material about others either online or through a cell phone;
3. Disclosing personal or intimate information (whether or not true), including photos; addresses and phone numbers, about another in an "imposter" website (a website created by a person other than the person depicted on the website).

This policy shall apply to activities on school property, all school-sponsored events whether at school or away from the school, and to activity (whether on school property or not) which causes harassment or bullying to be suffered by an SJES student or any bullying taking place with an SJE issued device. The following components are part of this policy:

- A procedure for pupils to confidentially report to school officials incidents of harassment, intimidation, or bullying
- A procedure for parents and guardians of pupils to submit written reports to school officials of suspected incidents of harassment, intimidation, or bullying
- A requirement that school employees or volunteers report suspected incidents of harassment, intimidation, or bullying to the appropriate school official
- A formal process for the documentation of reported incidents of harassment, intimidation, or

bullying, except that no such documentation shall be maintained unless the harassment, intimidation, or bullying has been proven

- A formal process for the investigation by the appropriate school officials of suspected incidents of harassment, intimidation, or bullying
- Disciplinary procedures for pupils who have admitted or been found to have committed incidents of harassment, intimidation, or bullying
- Disciplinary procedures for pupils who have submitted false reports of incidents of harassment, intimidation, or bullying

St John's Catholic School will give notice of this policy to students, parents/guardians, staff and volunteers in the Parent Handbook and Faculty Handbook.

Reporting Procedure

- SJE School encourages any student who believes/he has been the victim of harassment or bullying, or any student who has witnessed acts of harassment or bullying, to report the incident(s) at once to any teacher, staff, or administrator of the school.
- Oral complaints should be documented by the adult receiving the complaint.
- A simplified children's version of the form may be used for younger children.
- Oral or written reports should be made to the administrator as soon as possible.
- Oral reports must be followed up within 10 working days with a written report.
- Teachers may provide an anonymous procedure for reporting
- Harassment and bullying reports are treated as confidential data and will not be disclosed except as permitted by law. The privacy of the complainant, accused, and witnesses will be protected as much as possible within the framework of the school's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.
- Submission of a good faith complaint or report of harassment or bullying will not affect the reporter's education or work environment. No retaliation will be allowed as a result of a harassment or bullying report.

Investigative Procedure

Upon receipt of an oral or written complaint, the principal (or designee) will:

1. Interview the reporter (volunteer, faculty or staff member),
2. Victim,
3. Witnesses,
4. Accused

These interviews will generally be conducted individually, in a manner to protect the privacy of all involved persons. Parents of the victim and the accused will be notified. Depending upon the severity of the alleged action, law enforcement or Child Protective Services personnel may also be contacted.

Disciplinary Procedure - Student Violators

At SJE, proscribed harassment or bullying is a form of misbehavior outside the realm of minor, everyday mischief or schoolyard squabbles and involves a pronounced imbalance of personal power between aggressor and victim as well as an element of repetition. For this reason, incidents of harassment and bullying will be treated in a more formalized manner.

- For mild or moderate incidents of harassment, intimidation, or bullying, parents of the victim and the aggressor will be contacted and informed of the incident; the aggressor will receive a verbal reprimand and be assigned detention-either during school or after school and will be allowed to return to class; the victim will receive verbal support and assurance. A repeat offense against the same victim by the same aggressor will involve for the aggressor a parent conference, detention, and referral to the counselor. Further offenses will result in suspension; and if there is no evidence of progress, the parents may be asked to withdraw the child from school.
- For severe incidents the aggressor will be removed from class and parents of victim and aggressor will be contacted. For the aggressor, mandatory, documented counseling will be required; and s/he will face suspension, at minimum, and possible expulsion or legal action, depending on the nature and severity of the incident. The victim will be offered counseling by the school counselor and be given supportive care, increased vigilance, and reassurance.
- Students making false claims of harassment, intimidation, or bullying will be sent for a conference with the principal after the first offense. A second false claim will result in a phone call to parents, counseling, and detention. Repeat offenders will face suspension or possible expulsion at the discretion of the principal.

Disciplinary Procedure - Failure to Act; Reprisals

- Failure of a volunteer or staff member to inform administration in a timely manner of harassment or bullying incidents may subject the volunteer or staff member to disciplinary action in accordance with Diocesan policy and legal requirements.
- Any administrator, teacher, staff member, volunteer, or student who retaliates against a person making a good faith report of harassment or bullying, or assisting in the investigation of a harassment or bullying incident will face discipline or other appropriate action. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

Education and Training

SJE school will provide education and information to students, parents, and employees regarding harassment and bullying, including information regarding this policy, what constitutes harassment or bullying, the harmful effects of harassment or bullying, how to seek help, how to give help, and other initiatives to prevent harassment and bullying.

STUDENT HARASSMENT

St John the Evangelist Catholic School will not tolerate and prohibits harassment of its students at school by any person (including fellow students) and in any form.

1. Sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature" when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of a student's evaluations;
 - Submission to or rejection of such conduct by a student is used as the basis for decisions affecting such student;
 - Such conduct has the purpose or effect of substantially interfering with a student's academic performance or creating an intimidating, hostile or offensive academic environment.
2. Harassment on the basis of race, color, religion, gender, national origin, age, or disability is also prohibited. Harassment would include verbal or physical conduct that denigrates or shows hostility or

aversion toward a student because of his/her race, color, religion, gender, national origin, age or disability, or that of his/her relatives, friends, or associates, and that:

- Has the purpose or effect of creating an intimidating, hostile or offensive academic environment;
 - Has the purpose or effect of unreasonably interfering with a student's academic performance;
 - Otherwise adversely affects a student's academic opportunities.
3. St John the Evangelist Catholic School cannot take corrective measures to remedy the situations of harassment unless it is informed of such an event. Any student of St John the Evangelist Catholic School who believes that he or she has been or is a victim of harassment, should immediately report the matter to the principal, pastor, or Superintendent of Catholic Schools. Each complaint will be fully examined individually.
 4. Any student, parent or employee who has been found, after investigation, to have engaged in behavior that the school deems inappropriate or in violation of this policy will be subject to discipline, which may include immediate suspension or termination.

OTHER DISCIPLINARY ISSUES

Public Displays of Affection (PDA)

The nature of a preschool through Grade 8 setting presents unique challenges in defining "appropriateness" in terms of developmentally normal social behavior. By the middle school years especially, students may develop attractions for one another, and it is appropriate that they engage in well-supervised group activities such as our school dances or skating parties. It is inappropriate, however, especially in view of the range of ages of our school population, for students to engage in public displays of affection anywhere on school property or at any off-campus SJE-sponsored event.

Hugging

Again, while showing affection for one's friends by exchanging brief hugs is perhaps age-appropriate, hugging at school can be problematic for several reasons. The "No PDA" policy is aimed at disallowing overt displays of affection between boys and girls who see themselves as a "couple ." Teachers, however, cannot be expected to judge when hugs at school are being exchanged between "just friends," as opposed to those who view themselves as something more exclusive. Another concern is that hugging, especially among girls, often becomes a means of publicly identifying alliances while socially snubbing others. Public hugging declares who is in favor and who is out, and can be used as a bullying strategy. Finally, the hugging that goes on in the courtyard in the morning and at dismissal time can be disruptive. The dismissal process in the courtyard is hectic and crowded, and the area in front of the north building double doors tends to become congested as students dart around to collect hugs before exiting the courtyard.

Criminal Activity

Possession, use, or being under the influence of tobacco, alcohol, or illicit drugs is prohibited on school premises and at all school-sponsored activities. The possession, use, sale, or attempted sale of tobacco, alcohol, or illicit drugs will result in suspension and/or expulsion from the school.

Possession or use of a weapon, knives, etc. on school premises or at school-sponsored activities will result in suspension and/or expulsion from school. Other criminal activity, such as theft, vandalism, or other activities construed as criminal in nature, can also result in immediate suspension or expulsion. Any criminal activity can result in the notification of the crime to the proper authorities.

Search and Seizure

1. The principal, pastor, the Department of Catholic Schools may conduct a search of the school plant and every aperture thereof, including student storage areas and desks. A student assigned a storage area or desk has use of, but not proprietary right to the storage area or desk. Desks are school property.
2. School searches must be reasonable and related to the school official's responsibilities.
3. Inspections will occur when there is a suspicion of a threat to the health, welfare, or safety of students. Inspection of personal property (i.e. pockets, handbags, book bags, etc.) should not be conducted without the student's permission. If permission is given, the search must be made in the presence of at least two school officials.

Pregnancy

1. Students who become pregnant may remain enrolled in the school at the discretion of the principal, provided the principal consults with and obtains the approval of the Superintendent of Catholic Schools and pastor prior to making a final decision. In every case, the best interest of both the student and the school must be considered.
2. Pregnant students who remain enrolled in the school must undergo outside, formal, professional counseling.
3. This policy also applies to the father of the child if he is also a student in the school.

Student Behavior to Teachers

Anything considered disrespectful or threatening toward a teacher will not be tolerated, and will result in administrative disciplinary action.

ADMINISTRATIVE DISCIPLINARY ACTIONS

Probation

Probation refers to the supervision and evaluation of the student's conduct and academic progress for a specified period.

1. Probation can occur because of a serious or continued misconduct or serious academic deficiency.
2. Probation shall include an agreement in writing. The student, parent and principal will address the student's misconduct. The duration of probation, corrective measures to ensure compliance and the consequences of any violation of the terms of the probation will be stated. The agreement, signed by all concerned parties, will be given to the parents and a copy will be kept on file in the school office.
3. All students who are new to St John's Catholic School will have at least a six-week probationary period.
4. Subject to compliance with the terms of the probation agreement, probation shall not exceed two semesters.

(From Diocesan Policy 2320-B2)

Suspension

1. Suspension refers to the isolation of students from some or all school activities.
2. The student may be required to attend school, but be separated from his/her classmates (in-school suspension). In-school suspensions may require the parent to pay the school the cost of a substitute

teacher to monitor the suspended student. The fee associated with this cost will be \$85/day. In some cases, the student may be required to be off campus (out of school suspension).

3. Whether in-school or out-of-school, suspension shall not exceed five days, except in extraordinary circumstances. Both in-school and out of school suspensions encompass extracurricular activities.
4. Reasonable efforts to notify parents or guardians are to be made prior to any suspension. However, in situations in which immediate suspension is warranted, parents or guardians are to be notified as soon as is practical under the circumstances. Suspended students shall only be released to a parent or legal guardian.
5. Parents are to be informed of the reasons and decision for the suspension.
6. A conference must be held with the parents before the student returns to his/her classroom.
7. A written record of the suspension, including date, reasons, and conference with the parents will be kept on file in the school office.
8. The suspended student is held responsible for school work missed during the time of suspension.

Expulsion - Required Withdrawal

1. Expulsion refers to the permanent dismissal of a student from school.
2. Expulsion is an extreme measure to be taken when attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of others.
3. A record shall be kept of previous measures of remediation, counseling, probation, conferences, and/or suspensions. This documentation should include written communication between the school and the family. In the case of serious circumstances as defined in line 2 above, the student shall be immediately suspended out of school until the process has been followed.
4. Parents shall be informed of the expulsion by written notice that expulsion is contemplated.
5. The pastor will be consulted on expulsion issues.
6. A conference shall be held with the parents, student, principal, and teachers at which time the grounds for dismissal will be presented.
7. Expulsion should be determined only after consultation with the Superintendent of Catholic Schools. The final decision to expel a student rests with the principal, with the knowledge and consent of the pastor and Superintendent of Schools.
8. Prior to expulsion, parents ordinarily shall be given a maximum of two school days to voluntarily withdraw the student from school. In the absence of such voluntary withdrawal, however, the student may be expelled.
9. Once the decision has been made to expel a student, notification of the decision must be made known to the parents and the Superintendent of Catholic Schools.
10. The principal shall properly document all expulsion cases including grounds, evidence, record of conferences, and final notice.

Student Withdrawal on Grounds of Parental Behavior

- I. Normally, a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their child(ren) from the school for any of the following reasons:
 - Refusal to cooperate with school personnel;
 - Refusal to adhere to the Diocesan or local policies and regulations;

- Or interference in matters of school administration or discipline.
2. In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented.
 3. If such effort does not correct the situation, then, after consultation with the pastor and the Superintendent of Catholic Schools, the principal may recommend to the parents that they withdraw their children.
 4. Documentation signed by the principal and parents, as well as any other information or evidence of consultation with the parents on the matter, must be retained on file.
 5. If the parents refuse to accept the recommended withdrawal, the procedures for expulsions shall be followed, as previously outlined.

GRIEVANCE AND APPEALS POLICY

As Catholics, we have been called to teach as Jesus taught and to put those lessons into practice. In the course of our daily lives together, conflict, confrontation and hurtful words and behaviors will occur. These incidents can occur between students, teachers, parents and administrators.

When these events happen, it is important that a spirit of reconciliation and forgiveness is fostered throughout the conflict resolution process.

Occasionally matters may arise which will require an objective review by third parties in order to assure the maintenance of positive relationships within the school community. To facilitate this reconciliation, SJES has adopted the following informal and formal processes of conflict resolution.

Level I. Informal Reconciliatory Process

1. In any conflict, an effort shall first be made to resolve the issue in a spirit of fairness and justice **between the people involved**. This should happen through open and honest communication via notes, email, and conferences with those **directly** involved stating their perceptions of the problem, mutual ownership of contribution to it, and forgiveness and future plans to avoid a recurrence
2. If the conflict cannot be resolved to the satisfaction of the parties involved, the parent or guardian must within 14 days of the issue make an appointment with the principal to discuss and resolve the situation. If the principal feels that the issue is not school related or outside the school's jurisdiction, he or she may refuse to become involved and/or refer the parties to an appropriate mediator. If the issue is with the principal, the procedure would proceed to the first step of Level II.

Level II. Formal Reconciliation Process

If the parent or guardian is not satisfied with the results of the informal conference or has a conflict with the principal, the parent must within five working days file a formal written grievance to the principal. The grievance shall clearly state the nature of the complaint and the solution sought. Formal grievance forms shall be available in the school office.

1. The party of interest may request a conference prior to the time a decision is rendered. The parent may discuss the grievance personally and is able to be accompanied by an individual to help with translation if language is a barrier, Within five working days of the receipt of the written grievance,

the principal shall give a written decision to the parent or legal guardian and send a copy to the grievance file.

Level III. Appeals

1. If the written decision does not resolve the issue satisfactorily, a parent or guardian may appeal the decision in writing to the pastor or his designee. The document should include the subject of the appeal, all factual information pertaining to the issue, the individuals involved and all the efforts made in the process to that point. The pastor may investigate by calling in any of the parties involved. The pastor has ten working days to respond in writing to the appeal. If the pastor feels that the issue does not merit further investigation, he may state this in writing as his decision.
2. If the decision is still not satisfactory, the parent or guardian may appeal in writing to the Superintendent of the Diocese. Ultimately the final decision is made by the pastor, following the formal processes to its completion and is final and binding.

Processing

1. All documents and records of the process shall be kept in separate files from the personal files of the parties involved.
2. All meetings shall be held when there is a mutual agreement of time and place.
3. At all levels, all pertinent information shall be made available to the parent or legal guardian.
4. Time limits imposed at any level may be extended by mutual consent, in writing.
5. Failure at any step in the procedure to communicate decisions in writing within the specified time limits shall permit the grievance to advance to the next step.
6. Failure at any step of the procedure to advance to the next level within the specified time limits shall be deemed as an acceptance of the decision given at that step and there shall be no further right of appeal.

AFTER SCHOOL “AFTER CARE PROGRAM”

Program Description

St John the Evangelist After School Program is established as an enrichment childcare alternative for parents whose children attend St John the Evangelist Catholic School. It will operate during the school year only. The After School Program begins at 3:45pm (M,T,TH,& F) and 1:15pm (Wed) and ends at 6pm. All students must be picked up by then, no exceptions. Students who are signed into the after school program are considered as having been present for that day, regardless of length of stay.

The St John's After School Program's goal is to provide a safe, healthy, and caring environment, which assists in developing positive self-concept, appropriate social and play skills, increased physical coordination and creativity. The program provides activities that are active and quiet, educational and recreational, indoor and outdoor, adult-directed and self-directed. Students will have the opportunity to participate in blended learning initiatives to strengthen math and reading skills. The Christian values that are an integral part of the school program are carried over into the after school program. Participants respect adults, other children, and all facility property.

A separate parent handbook is available online for the Before and After School Extended Day Program.

AFTER SCHOOL SPORTS PROGRAM

Statement of Philosophy

The Diocesan after-school sports program exists to provide positive, well-organized activities that contribute to the development of the whole child. The program is meant to model and teach Christian principles and the ideals of good sportsmanship. It is offered to boys and girls, in grades 4 through 8.

Goals and Objectives

- To develop in all participants those skills related to athletic achievement
- To develop qualities that reflect good sportsmanship
- To develop within all participants a sense of team spirit and responsibility while fostering an appreciation for individual accomplishments
- To provide experiences of healthy, fair competition

Structure

Students participate in three separate sports seasons; volleyball, basketball and track.

Junior Varsity level program, beginning in 4th grade, primarily teaches skills and prepares athletes for the next level of competition, which is the Varsity level program. Junior Varsity is structured to offer many students an opportunity to compete. In order to accomplish this, schools may field as many Junior Varsity teams as is necessary to accommodate the number of students interested in competing. It is important to note that no 8th grader may play on a Junior Varsity team

The Varsity level program offers a level of competition that prepares our athletes for high school. The Varsity program is open to 6th-8th grader and is on a tryout basis. Athletes in 6th and 7th grade, who do not make Varsity squad, still have the opportunity to develop their skills through the Junior Varsity program. No 8" grade student will be cut from the Varsity program because of his or her skill level.

Prayer

The after-school sports program represents the school, and teams must exhibit not only a high degree of good sportsmanship, but an attitude reflective of our school's values and mission. For that reason, the following prayer is provided for all students to recite:

Father God, Be with
us
As we begin this competition. We thank
you for the gifts Of our health and
strength.
May we represent our parents, teachers, coaches, and You well.
May we enter this game with Spirit,
good sportsmanship
And appreciation of each other and the game.
Amen.

It is the intention that this prayer is prayed in unison with participating teams prior to the start of the competition, and that it be led by an individual (i.e., coach or AD) of the HOME team. It is strongly suggested that the prayer be prayed prior to the start of each practice as well.

Driving

Parents who drive students to or from extracurricular activities are required to fulfill all of the child safety requirements of the Diocese or parish.

If the driver has a front passenger air bag, no student younger than 12 years may be seated in the front passenger seat. If the driver/parent (at their own risk) wants to seat their own child in the front passenger seat (with the airbag on or off), they personally take that risk. All drivers should consult their owner's manual for all limitations and restrictions regarding the vehicle's airbag safety. Further, Diocesan policy requires drivers to be 25 years of age.

Coaching

As a participant and supporter of the Diocesan sports program, the coach will conduct himself in a manner consistent with the values and teachings of the Catholic Christian faith and will follow the rules and procedures outlined in the Diocesan Sports Handbook.

Parent & Fan Behavior

One of the major goals of our program is to develop qualities in our athletes that reflect good sportsmanship. Parents and fans are also expected to model good sportsmanship by respecting coaches, players and officials.

Physical Examination

- A physical examination must be completed and the form turned in to the school office prior to the first day of practice. (Diocesan Policy #2210)
- Physical examinations are valid for one year. Exams done during the summer are much more convenient and will cover the child for a full school year.
- The required Diocesan Sports Medical Form is available in the school office. Please have your physician complete and sign the form.
- The student may not participate in practice if the form is not on record by the first day of practice.

Permissions Forms and Fees

The fees for the sports help fund the cost of the sports program, and are important in order for the school to be able to pay officials and coaches. Fees are paid on a per-sport, per-student basis. Fees are non-refundable and will be charged through FACTS. If sports fees from a previous sports season have not been paid through FACTS, students may not be permitted to practice for the next sports season until the previous fee is paid.

Diocesan Sports Program Eligibility

The school recognizes, as written in Canon Law, that parents are the primary educators of their children. As such, parents have the right to determine whether their child should participate in the sports program. However, parents and students should also understand the impact the many hours of participation in the extra-curricular sports program may have on the student's ability to successfully complete the current academic program necessary to move to the next grade. Parents of students experiencing academic difficulties will want to seriously consider the ramifications of the time demands after-school sports will

require of their child.

Regardless of the academic considerations, since the student represents the school, the principal may remove a student from the diocesan sports program for consistent and/or severe behavior problems, such as those meriting a "4" in conduct on the report card. Also, children who show poor sportsmanship or inappropriate behavior in the extracurricular activity may also be removed from that activity, and face disciplinary action.

Sports Seasons (2017/18)

Fall	Boys Basketball
	Girls Volleyball
Winter	Girls Basketball
	Boys Volleyball
Spring	Boys and Girls Track Field

Boys and girls rotate starting each season on a yearly basis

St John's School Support Organizations

School Advisory Board

The School Board is an advisory board which assists the principal in:

- articulating the school's mission statement
- creating better understanding and support for Catholic education;
- encouraging the ongoing evaluation of the effectiveness of the educational program
- enacting policies relating to the planning, operating and maintenance of facilities and equipment
- serving as a planning and building committee for expansion of educational facilities in conjunction with and under the guidance of the Building and Maintenance Commission of the Parish Ministries Council.

The School Board consists of the Pastor or his representative, and the Principal as ex-officio members. The voting members consist of between 9 and 12 members.

To become a School Board member, candidates follow a discernment process and then are appointed by the Pastor. Each voting member serves a two-year term which is limited to three consecutive terms.

Student Ambassadors

Student Ambassadors are the equivalent to a student council. The purpose of is to give students an opportunity to develop spiritual/ leadership skills by organizing and carrying out school activities and service projects. In addition to planning events that contribute to school ideals and community welfare, the student ambassadors is the voice of the student body Any student interested in becoming a student ambassador please see Ms. Rodriguez, the SJE Student Ambassador Advisor.

HEALTH AND SAFETY

Our school has a health office that is managed by a Registered Nurse who is certified in first aid and CPR. We are diligent at documenting all incidents and keeping you informed if any incident appears to be serious or in need of your attention (Diocesan Policy #2200). Our school policy is that if a child is ill or feverish before

school, that child should be kept at home. This policy helps to prevent the spread of contagious illness and prevents your child from being uncomfortable at school. If a child shows symptoms of extreme discomfort, fever, vomiting, or an injury that needs medical attention, the parent or the parent's designated person must pick up the child.

Emergency Information Card

For all of the above reasons, an Emergency Information card is required for each child. This card gives us homework, and emergency contact numbers. It has room for listing allergies or any other problems of which we should be aware. This card also indicates persons who are not permitted to pick up your child, if applicable. It is essential that you notify the school of any changes of address, phone numbers, or new contact persons throughout the school year.

In addition, any student with a condition that can be identified with a medical bracelet should wear that bracelet during any school activity. This is intended for the safety of the child, so that a quick identification of their medical needs can be easily determined.

Health History and Physical Examination

According to Diocesan policy, all new students are required to have a health history and physical examination completed before beginning school. At enrollment time, parents are given a form to complete and have their medical provider complete the physical examination portion on the reverse side. Additional forms are available in the school office.

Health Screening

According to Arizona school law and Diocesan guidelines (Policy #2230), each school child must have vision, hearing, and height and weight checked, following the state-recommended schedule. In addition, scoliosis (abnormal spinal curvature) screening is performed (with parental permission) for students in grades 5-8, and 8th grade students receive blood pressure checks.

Health Screening Week (usually during September) is the designated time for these checks. After this initial screening, students who showed potential problems with hearing or vision are re-tested within a short period of time. If a student still has difficulty with the hearing or screening tests, or shows significant spinal curvature during scoliosis testing, parents are sent a referral letter by mail. This letter will explain the problem and advise further medical examination. Parents and/or medical providers are asked to provide feedback to the school nurse who will then make a note in the student's health file and inform the teacher, if appropriate.

Parent volunteers are recruited to assist with our health screening program each year. In order to comply with the Diocesan Safe Environment Program (SEP), prospective volunteers will be required to complete necessary paperwork, view the training video, and show evidence of fingerprint clearance (if applicable) *prior* to helping with the health screening. Those who are selected to help with screening will also receive a short training for their assigned task.

Volunteer sign-up sheets and SEP compliance information are sent out each year in the "Acceptance Packets" that are sent to parents of registered children.

Medication Policy

St John the Evangelist School adheres to the Diocesan Medication Policy (Policy #5250) which has been promulgated for the health and safety of all students. The following is our statement of the SJES

- Every medication (either over-the-counter* or prescription) to be given to a student must have 1) a

medical provider's written order and 2) a completed Parent's Consent for Giving Medication, available in the school health office.

- Parents are asked to complete a separate Parent's Consent for Giving Medication form for each medication for each child. These forms are available in the school health office. The medical order can be either a note from the medical provider or a prescription label and can be brought in by the parent or faxed from the doctor's office to us. Our fax number is 622-3193.
- Each medication must be brought in its original, labeled container with the child's name on it. No loose pills in baggies, envelopes, or other containers will be allowed.
- Children are not permitted to have medications in their possession. All medications must be brought to the health office by a responsible adult where they are placed in a locked cabinet or refrigerator. The only exception to this rule is students with severe asthma whose parents have submitted a "Permission for a Student to Self-Administer an Inhaler" form with their medical provider's signature:
- If there is a change in dose or frequency of a daily medication given at school, the nurse must be notified in writing.

PLAN AHEAD. Suggestions to make things easier:

- During the summer, when you take your child for a physical examination, ask your medical provider to write orders for all over-the-counter medications you want your child to have at school.
- If your child has or will have braces or dental work, ask the dentist to write an order for pain medication. If your child has a cold or allergies, ask the doctor to write an order for the medications you might want to send to school.
- When you get a prescription filled, ask the pharmacist for a separate container for school, if needed.
- If your doctor gives you free samples of medications to use at school, including inhalers, have him/her write the prescribed order to send to school with the sample medication.
- ***Examples of over-the-counter medications:*** Tylenol, Ibuprofen, Benadryl, Sudafed, Pepto-Bismol, vitamins, cold, cough, or allergy medicines, antacids, eye or ear drops, throat sprays, cough drops, medicated ointments, medicated strips that dissolve in the mouth, generic forms of any medication, herbal or naturopathic remedies, etc.

Sick Children/Communicable Disease

(This information is not intended as a substitute for the advice of your medical provider)

Should I send my child to school? Is s/he sick?

Children are known to have been kept home from school for reasons other than illness. Unnecessary absence from school may have a negative effect on a student's attitude, work, and academic progress.

One of the problems most often confronting parents of school-age children occurs when a child complains of not feeling well on a school day. A decision must be made as to whether the child stays home or goes to school. For example, allergies are often the cause of headaches, stomach aches, sore throats, and earaches. You may find the following guidelines to be of help.

Fever

If a child has a temperature of 100 degrees or above, s/he should be kept home. Likewise, if a child develops a fever of 100 degrees or above while at school, s/he will be sent home.

Colds, Sore Throats, Cough

The common cold and allergies present the most frequent problems to parents. A child with a "mild" cold but otherwise feeling well and without fever, usually may go to school. A child with a "heavy" cold

and/or deep, hacking cough belongs home in bed even though s/he has no fever. If s/he has a minor, nagging cough

due to allergies or at the end of a cold, be sure to send a water bottle with him/her to help minimize classroom disruption. The school health aide will advise warm salt-water gargles and frequent sipping of water for pesky coughs.

If your child complains of a sore throat and has no other symptoms, s/he usually may go to school. If white or yellowish spots can be seen in the back of the throat or if fever is present, keep him/her home and call your doctor. A child with strep throat must be on antibiotics for at least 24 hours before returning to school. Be sure to inform the school nurse of your child's strep throat, as this disease is monitored by the nurse.

Stomach Ache, Vomiting, Diarrhea

Consult your doctor if your child has a stomach ache which is persistent or severe enough to limit activity or if there is a pattern of frequent stomach aches. If vomiting occurs, keep your child home until s/he can keep food down. Children with chronic allergies will sometimes cough so much they "spit up". The material spit up is usually a small amount of mucus as opposed to a larger volume of stomach contents containing food. This is usually not cause for keeping the child home but may be treated with saltine crackers and frequent sips of water. Let your best judgment be your guide.

A child with diarrhea should be kept home. Call your doctor if prompt improvement does not occur.

Rashes

A rash may be the first sign of any number of illnesses. There may or may not be fever present. A rash or spots may cover the entire body or may appear in only one area. Do not send a child with an extensive rash to school, until your doctor has said that it is safe to do so. If the child comes to school with a rash that has been cleared by the doctor, please have him/her write a note clearing the child to attend school.

Other Complaints

Pink Eye: The child should be on antibiotic drops for 24 hours before returning to school.

Toothache: Consult your dentist.

Earache: Consult your doctor.

Headache: A child whose only complaint is headache without fever usually need not be kept home.

Lice

If you suspect your child may have head lice, please wash your child's hair and inspect it carefully. Using a flashlight and a fine toothed comb, look for the presence of tiny silvery-white ovals. These are the eggs (nits) which are laid on individual hair strands close to the scalp and adhere firmly to the hair shafts, around 1/4" from the scalp. They are about the size of sesame seeds and don't fall off easily as dandruff flakes would. The nape of the neck and around the ears are common sites of infestation.

If you see any sign of lice or nits you will need to use a lice shampoo or rinse on your child's hair and remove all nits with a fine-toothed comb. **An important part of lice treatment is following directions exactly as written on the product container.** The other important component in successful lice control is a very thorough house cleaning and washing (in hot water) of clothing and linens which could harbor additional lice. Your child must be treated before being brought to school. We ask that you notify the school, so that other children may be checked, and the school health aid can assist you with questions you may have.

Nutrition

Nutrition is a basic part of being a healthy person. Please make sure your children eat before they come to school. Children cannot be expected to be attentive without proper nourishment. If your child is too sick to eat breakfast, keep the child at home. Eating breakfast every school morning will help prevent headaches and stomach aches that occur when a child comes to school with an empty stomach. It also provides brain energy necessary for learning.

In an effort to confront the rising rates of overweight and obesity among children and youth in our schools, the Diocese of Tucson has developed a Wellness Policy. This policy sets nutrition standards for meals provided to students in the school setting. St John the Evangelist Catholic School has implemented this policy and as a result, we strive to provide a hot lunch program that adheres to these standards. We have also established some guidelines for acceptable foods for classroom parties, lunch and snacks.

The main goals of the nutritional standards are to serve meals which are lower in sugars and fats; incorporate more fresh fruits and vegetables; and make them appealing to the students. For classroom parties, parents are being asked to provide fewer sugary, fatty snack foods and more healthful fun foods such as fruits, veggies, cheeses, etc. Toward this end we also ask parents who send lunches for their children to focus on healthful foods and not to send sodas, chips, Doritos, Cheetos, Takkies, candies, cookies, sports drinks, etc in their lunches. Baked, Sun, or Veggie chips are permitted.

Accidents

Accidental injuries are handled in various ways, depending on the nature and severity of the injury. Minor bumps, bruises, cuts, scrapes, and sprains are treated in the health office where the health aide can make an assessment of severity and determine if the child is okay to return to class. Blows to the head which leave a bump or bruise merit a call to the parent for informative purposes, even when the child feels well enough to return to class after treatment. Other bruises or scrapes may merit a call to explain what happened. Sprains can often be managed at school, but those beyond the most minor will merit an informational call to the parent.

Injuries of a slightly more severe nature may require further medical care or treatment at home. If a child receives an injury which may need further medical attention--though not necessarily emergency care--a parent will be called to pick up the child and may be advised to call the doctor to determine if an office visit is necessary. Some examples are: cuts which may need stitches, potential broken bones, and more severe sprains, just to mention a few.

More serious injuries such as possible broken leg, back or neck injury, loss of consciousness due to a head injury, or any other life-threatening injury will merit an immediate call to 9-1-1, followed by a call to the parents.

The possibility of accidental injury at school underscores the importance of parents keeping the emergency information card complete and up-to-date at all times. If a parent is advised to seek medical care or chooses to seek medical care for their child, an accident report is made using the Diocese of Tucson Accident Report form. This report would be used in the event that parents lack medical insurance coverage and need help paying for medical care. If this is the case, they may file an insurance claim with the school for partial reimbursement of medical expenses incurred during treatment of their child's injury.

Crisis Management

St John the Evangelist Catholic School is compliant with the State of Arizona and the Diocese of Tucson in the requirement that all schools must have a crisis response team and a crisis management plan.

We have developed a comprehensive Crisis Management Plan which is reviewed and updated each year, and we conduct frequent practice drills of basic emergency events throughout the school term.

SJE Food Allergy Policy

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work in partnership with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

Family's Responsibility

- Notify the school of the child's allergies and provide emergency contact information.
- Work with the school to develop a plan that accommodates the child's needs throughout the school including in the classroom, lunchroom, after-care program, and during school-sponsored activities.
- Although SJE provides food for school lunches, the school cannot guarantee that their lunches are always allergen-free. As such, parents should provide their child's lunches from home, for maximum safety.
- Provide the classroom teacher with a supply of alternative food treats for the child to have during class parties, etc. This should be done by the first day of the child's attendance at school.
- Provide written medical documentation and instructions from the family physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on the Allergy Action Plan. This should be done by the first day of the child's attendance at school.
- Provide properly labeled medications and replace medications after use or upon expiration. This should be done by the first day of the child's attendance at school.
 - Educate the child in the self-management of their food allergy including:
 - identifying safe and unsafe foods
 - not trading food with others
 - how to refuse anything with unknown ingredients or known to contain any allergen
 - how to avoid exposure to unsafe foods (e.g., refusing offers of food, sitting away from problem foods, etc.)
 - symptoms of allergic reactions
 - how and when to tell an adult they may be having an allergy-related problem
 - how to read food labels (age appropriate)
- Review policies/procedures with the school staff, physician, and the child (if age appropriate) after a reaction has occurred.

School's Responsibility

- The school health aide will review the health records submitted by parents and physicians.
- The school health aide will assure that all staff who interact with the student on a regular basis are trained to recognize symptoms, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's educational tools, arts and crafts projects, or class rewards.
- The principal will assure that all staff who have been informed about the student maintain the confidentiality of the student's health information, following applicable federal laws, including FERPA and HIPAA.
- Faculty and staff will practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency or effectiveness of the plans.
- The school health aide will ensure that an emergency kit, provided by the child's parents, containing the child's emergency medications and the Allergy Action Plan with physician's standing orders is readily available in an easily-accessible, secure location.
- The school health aide will review policies/prevention plan with the teachers, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- The school health aide will assure that there is at least one person available on field trips who is trained to administer emergency medication to food-allergic students and that the emergency kit is sent with the responsible teachers on every field trip.
- The faculty will assure that food-allergic students are included in school activities. Students should not be excluded from school activities based solely on their food allergy.

- SJE faculty and staff will take threats or harassment against an allergic child seriously.

Student's Responsibility

- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should not share food with others and should refuse offers of food from others without prior arrangements with parents.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic, or if they are feeling any symptoms of allergic reaction.

This policy was adapted from a document developed by the following organizations:

- American School Food Service Association
- National Association of Elementary School Principals
- National Association of School Nurses
- National School Boards Association
- The Food Allergy & Anaphylaxis Network

CELL PHONE USE POLICY

Presence/Possession/Use of Cell Phones

Possession and use by students of cellular telephones are **only** used for educational purposes on campus, otherwise such devices shall be switched off, labeled and turned into the homeroom teacher at the start of each school day. These devices will be kept in a secure, locked container in the classroom during the school day. Students will be permitted to use their cell phones during the day at the discretion of a teacher. They can retrieve their cell phones as they are leaving campus.

If a student is found to have on their person or in their backpacks, any or all of the following consequences may be used:

1. Confiscation of the device and notification of parent/guardian. The cell phone will only be returned to the parent/guardian.
2. Detention.
3. Suspension (depending upon how phone was used, or if a recurring offense).
4. Referral to law enforcement if violation involves illegal activity.

Other Electronic Devices

Laptops, tablets, Kindles, Nooks, personal iPads and iPods may not be brought to school without the expressed permission of a teacher as they constitute a security liability as there is no secure area for storage, and also provide an opportunity for students to access inappropriate websites or material. Only under special circumstances, agreed to by a teacher, will students be allowed to use such devices at school. These devices, when approved for use at school, are subject to the rules for acceptable use of technology at school, including those established for Computers On Wheels (COW) laptops and iPads.

Confiscated Items

The school will hold any confiscated property, such as electronic equipment or inappropriate reading material or pictures with the school principal. All confiscated property must be retrieved by the student and parent by appointment only.

Acceptable Use Policy

Each student and parent must sign an acceptable use policy relating to computer usage. The purpose of this policy is to ensure that the use of computers and Internet resources are consistent with our stated mission, goals, and objectives.

The smooth operation of computer resources relies upon the proper conduct of the students who must adhere to strict guidelines. These guidelines are provided in the Acceptable Use Policy, which is distributed to students before they begin using classroom computers. Students are required to take the policy home to parents so the guidelines may be reviewed together, and then signed by both parents and students.

Students may not go off task while using computers; students may not access online games nor may they visit websites not specifically related to the parameters of the assignment for which they were given. Any violation of the acceptable use policies or rules either stated in the handbook or made by a teacher specific to an assignment will cause the student to forfeit computer privileges and may result in disciplinary action. A student may be charged for the repair or replacement of any computer damaged by his or her negligence or irresponsible behavior.

If a student violates any of the provisions in the policy, his or her computer privileges will be terminated and future access could be denied in accordance with the rules and regulations discussed with each user during Internet training sessions.

Parent Volunteers/ Visitors

All parent volunteers/adult visitors must submit to Diocesan Compliance Procedures. At St. John the Evangelist Catholic School, we distinguish between two types of volunteers/visitors: those who may have, at any point, direct supervision of children, and those who do not. Class A volunteers/visitors are the former, Class B are the latter. For clarification, the definition of each class of volunteer/visitor is as follows:

- Class A volunteers/visitors have direct interaction with students, and although will always be encouraged to work with students with other parents present, may from time to time supervise children without any other adult present.
- Class B volunteers/visitors will never be working with children without the direct supervision of professional teachers or persons who otherwise have had a criminal background check.

To assist volunteers/visitors in understanding the differences in the classes of volunteer/visitor positions, the following examples are provided:

Class A Volunteers/Visitors	Class B Volunteers/Visitors
Classroom volunteers	Lunch servers
Field trip drivers	Football game fundraisers
Field trip volunteers	Book-fair workers
Extracurricular mentors/coaches	Jog-A-Thon workers
School guard/parking lot attendants	Office volunteers
Health screening volunteers	

The process to obtain either Class A or Class B clearance is as follows:

Class A volunteers/visitors must watch the compliance video, and have submitted their Diocesan Volunteer/Visitor application and fingerprints for clearance checks. The school office pays for the clearance check, submitting the paperwork to the Human Resource Department of the Diocese.

Class B volunteers/visitors must watch the video before completing any service, and submit their Diocesan

volunteer/visitor application to the school office.

Volunteers/Visitors who have a current DPS card do not need to have their fingerprints taken again. Also, as of 2012, a Concealed Weapons Permit is no longer considered a valid form of clearance.

School Lunch Program

The school provides a hot lunch program and participates in the National School Lunch Program. Lunch menus are posted on Renweb. Parents who order lunches online with Renweb by the designated due date will pay \$3.75 per lunch.

Any student who does not come to school with a lunch, whose parent does not order a hot lunch, or whose parents has not made some other arrangement, will receive an emergency lunch, consisting of cereal, fruit, and milk. Parents will be billed \$3.75 for the emergency lunch.

Parking Lot Drop Off/Pickup Guidelines

There are three ways parents may bring their children on campus: use one of the drive throughs either on 14th ave. or the main parking lot. Or park in the main parking lot and walk their student up to their classroom.

Drive-through procedure

Traffic is designed to flow around SJE property using the city streets of S. 14 ave (see map in Appendix C). Cars are not to park along this street. It is designated only for dropping off students.

Drive-through/parent parking procedure

This area will be marked with cones so that vehicles may enter SJE using south 12th Ave. Entrance (nearest to St. John the Evangelist Church). You must enter the first left lane and pull forward towards the drop off point. There will be a staff member there to greet your student, then proceed around the parking lot and exit using the furthest exit from the church back on to south 12th ave.

The second pull in lane will be for parent parking. Here parents will be able to park their vehicle in order to walk in their student/s into school. Exit will be handled the same way as drop off procedure. .

Afternoon Pick Up: PARENTS/ AUTHORIZED ADULTS WILL PICK UP THEIR STUDENTS BY SIGNING THEM OUT OF THEIR CLASSROOMS. In special circumstances a parent may ask for the "Special Release Form" from the school (to be returned to the front office) asking permission for alternative accommodations. If approved the homeroom teacher will be notified of the change of release. Homeroom teachers are not responsible for making changes to students' release.

Party Invitation Policy

In order to continue our emphasis on religious and academic pursuits, the following guidelines have been instituted:

1. No invitations will be passed out on school property unless every child in the home room class is invited. This supports the Core Value of *Love* by not excluding any students. To ensure this, no invitations may be handed out in the homeroom class by the student. Instead, students must give the invitations to the teacher, who will then hand out all invitations once it has been determined there is an invitation for every child in the home room class.

2. In the Junior High, in order for invitations to be distributed at school, an invitation must be extended to every student in the grade. Gender specific invitations will be distributed as long as all girls or all boys in the grade are included. Again, teachers must hand out all invitations.
3. Weekly birthday blessings will be given by the presiding priest at Mass.
4. Celebrations will comply with Diocesan Wellness Policy.
5. Celebrations should be approved by classroom teacher one week prior to the event, and healthy food or treats must be given to every student upon dismissal of class.

School Logo or Picture Use

Use of the school's logo or picture must be approved, in writing, by the school principal. No solicitations, fundraisers, or representations for the school may be made without the approval of the school principal.

Lost or Stolen Items

If an item is lost or stolen, it should be reported to a teacher immediately. However, the school is not responsible for any lost or stolen items. Please do not bring to school items of value.

All backpacks, sport bags, and lunch boxes must be labeled with the student's first and last name, room number and grade.

Diocesan Handbook

As a parish school in the diocese, the school also follows the policies and procedures in the Diocese of Tucson handbook which can be found at www.diocesetucson.org under the schools link or at <https://www.diocesetucson.org/cms.diocesetucson/Catholic%20Schools/HandbookoSchoolPoliciesandProcedures1.pdf>

Handbook Changes

Due to unforeseen events, some aspects of this handbook may change or be modified during the year. Any changes made will be communicated to parents in a timely manner.

Appendix A - Safe Environment

ST JOHN THE EVANGELIST CATHOLIC SCHOOL STANDING OPERATING PROCEDURES FOR EMPLOYEES AND VOLUNTEERS

Our children are the most important gifts God has entrusted to our care. It is our responsibility to protect and guide them as best we can. With this in mind, as a condition of my employment or service with children and youth .of our school,

I WILL:

Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
Dress and behave in a manner appropriate for my employment or service with children and/or youth.
Avoid situations where I am isolated or alone with a single child and/or youth at school activities.
Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
Refuse to accept expensive gifts from children and/or youth or their parents or guardians without prior written approval from the pastor or school administrator.
Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardians and the pastor or administrator.
Report suspected abuse immediately to Child Protective Services, in compliance with the *Mandatory Reporting Law* and understand that failure to report suspected abuse to civil authorities in a timely manner is, according to the law, a misdemeanor.
Cooperate fully in any investigation of abuse of children and/or youth.

I WILL NOT:

Wait before reporting a suspected case of abuse that I've become aware of.
Smoke or use tobacco products in the presence of children and/or youth.
Use, possess, or be under the influence of alcohol or illegal drugs at any time while teaching or volunteering with children and/or youth.
Pose any health risk to children and/or youth (i.e., no fevers or contagious illnesses.)
Strike, spank, shake, push, slap or otherwise assault a child or youth.
Humiliate, ridicule, threaten, or degrade a child or youth.
Touch a child or youth in a sexual or other inappropriate manner, always being mindful of age-appropriate touch (e.g., a small child can be held on the lap, but not a 10-year-old.)
Use any discipline that frightens or humiliates children and/or youth.
Use profanity in the presence of children and/or youth.

Make private arrangements at some other setting, for school-related activities with the children I assist at school in my volunteer activities.

Correspond by email or phone text-message with the children/youth I am assisting in my volunteer duties.

Important Reminders on Protecting Our Children

1. You do not need to ask anyone for permission to report abuse. If you suspect abuse then it is your duty to report it under the mandated reporting statute.
2. Remember if a child discloses to you that they have been abused, listen but do not question the child about the abuse situation or show signs of shock or disbelief.
3. If you suspect child abuse call both CPS and the police. You probably will not be able to answer some of the questions that you are asked. Understand that just as mandated reporting requires you to report abuse, investigators are required-to ask you certain questions.
4. Once you have reported abuse to CPS and the police then contact the school or parish and let us know what happened. This way we can help provide any additional information that might be needed by investigators (addresses, phone numbers, name, etc.) We will also file a report with the Pastoral Center and they can help in making sure the child receives the support they need.
5. Always be aware that all school-related activities, whether by volunteer or employee, must be conducted under the auspices of the school, in a school-related setting. For example, if you are tutoring or assisting children. in school-related activities, you should not arrange private tutoring or assistance for those children outside of the school setting.
6. **Remember as adults it is important that you do not put yourselves in situations that you are alone with a child or touch them in a way that might be considered inappropriate---**for example, being alone in a classroom, workroom, or off-campus school activity with a child. Remember loving hugs should not be forced on anyone. A good rule of thumb for touching is not to ever touch a child in a place that their bathing suit would cover.

Appendix B - SJES Drop-off/Pick-up Map



Appendix C- Covenant of Excellence Parents or Guardians

Recognizing **God in all things**, as a THUNDER parent or guardian of _____, fully commit to the **core values** of St. John the Evangelist School — **seek, persist, excel, love, and serve** — while we work with each other to ensure that all our children reach our shared goals: **college and heaven**.

I COMMIT:

- to **seek** because we are United in Christ as people of faith. We have faith that God is in all things, which is why we strive to learn as much as we can. The goals of our seeking are wisdom and right judgment.
- to **persist** because Hard Work Pays Off and we are people of hope. We believe in the inherent good and dignity in people and the world because we believe we are all created in the image and likeness of God. So we have courage, and are tenacious, and we have zeal because we are motivated by hope.
- to **excel** because we believe in Nothing Short of Excellence. Our faith and hope drive us to develop our God-given gifts to their fullest.
- to **love** because we are Doers of the Word and are people of charity. Christ calls us to lives of justice, and our love for God and others compels us to live an other-centered life.
to making Every Minute Count by ensuring we come to school on time, knowing that research shows students need good teaching and more of it.
- to being Ready Now, understanding that parents are the child's first and most important educator, and we will make **God known, loved, and served** by helping our children learn.
- to **serve** because The Small Things Matter as Christ calls us to a life of charity. We recognize our human weakness, our need for forgiveness and to forgive, and we humbly seek to help others "have life, and have it in abundance." Our service is an act of justice and temperance because in our service we work to serve the needs of others and we center our lives on God and others.

In signing this form I am proud to live what it means to be a St. John the Evangelist Thunder parent or guardian, and I will do my best to live this out. Failure to do so may lead to my removal from St. John the Evangelist Catholic School a Notre Dame ACE Academy.

I (We) have received the handbook and agree to read it and abide by its policies and procedures.

I (We) understand that this handbook is part of my (our) contractual agreement and commitment with St. John the Evangelist Catholic School.

Print Parent/Gaudian Name _____ Date _____

Sign Parent/Gaudian Name _____ Date _____

Appendix D- Covenant of Excellence Student

Recognizing **God in all things**, as a THUNDER student, I fully commit to St. John the Evangelist School in the following ways:

I COMMIT:

- I will make The Small Things Matter and take responsibility for my own actions to make **God known, loved, and served** in my interactions with others.
- I know that Hard Work Pays Off and will stay focused on my two primary goals: **college and heaven**.
- I will live United in Christ constantly living St. John's **core values—seek, persist, excel, love, and serve**.
- I will commit to Nothing Short of Excellence so that my fellow students and I learn. This means that I will complete all my homework every night, I will talk to my teachers if I have a problem with the homework or other problems at school, and I will raise my hand and ask questions in class if I do not understand something.
- I am a Doer of the Word, living out the scripture associated with each DWP skill.
- I will make Every Minute Count by arriving at St. John School by 7:50 a.m. Monday through Friday and remaining at St. John School until 3:00pm (grades PreK-3) or 3:30 p.m. (grades 4-8) Monday, Tuesday, Thursday, and Friday and 1:00 p.m. on Wednesdays.
- I will always be Ready Now in my classwork and make myself available to my parents and teachers, listening to any concerns they might have.

In signing this form I am proud to live what it means to be a St. John the Evangelist Thunder student and will do my best to live this out. Failure to do so may lead to my removal from St. John the Evangelist Catholic School a Notre Dame ACE Academy.

I have received the handbook and agree to read it and abide by its policies and procedures. I understand that this handbook is part of my (our) contractual agreement and commitment with St. John the Evangelist Catholic School.

Print Student Name _____

Sign Student Name _____

Date: _____